Sample Email for Employers to Share Coronavirus Updates   
*Please Customize for Your Organization*

**Coronavirus Update: School Closures**

Hello [INSERT ORGANIZATION],

In our effort to continue monitoring the COVID-19 outbreak and keep you informed, we have been notified that various school districts across the country are being temporarily closed due to virus containment. As many of us are parents, we understand that unexpected school closures pose additional challenges. Last-minute childcare can be challenging to obtain, so we want to encourage those who can work remotely from home, to do so if your school district is, in fact, closed as a result of the virus. Please be sure to communicate the need to work from home with your manager so that everyone remains in the loop.

Also, as we are entering allergy season, we know that the term symptomatic can be confusing. As a rule of thumb, if you have a persistent dry cough accompanied WITH a fever, please self-isolate yourself.

We will be sending additional updates regarding [INSERT ORGANIZATION] preparedness plan and [INSERT INTERNAL COMMUNICATIONS CHANNEL] will be updated as well. Please continue to reach out  with any questions or concerns.

As always, stay safe, stay healthy and remember to wash your hands.

Thank you,   
[SIGN NAME]